

# **CITY OF AUSTWELL**

**P.O. Box 147**

**108 S. Gisler St.**

**Austwell, Texas 77950**

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**Phone: 361-349-1399**

## **THE CITY OF AUSTWELL CONSTRUCTION POLICY**

1. Submit a Statement of Intent outlining a detailed description of proposed work and accompanied by windstorm engineered drawings for proposed project.
2. The Building Official reviews and determines if permits are required and how many will be needed. The Building Official then communicates with the City Secretary via a Determination of Permit. The City requires 10 workdays to respond to the Statement of Intent.
3. Each individual contractor (building, electrical, plumbing, HVAC) must register with the City by completing a Contractor Registration Application, regardless if a permit is needed or not. Contractor's and Master's licenses (plumbing, electrical, HVAC) and driver's licenses must be obtained and proof of insurance provided. General Contractors only will pay the \$15 application fee. All other contractors are not required to pay.
4. The City Secretary will make copies of all documents and file in both the address and specific contractor type files.
5. Each individual contractor submits a Permit Application (building, culvert installation, electrical, demolition, HVAC, plumbing, moving a building/industrialized house, manufactured home). The City Secretary provides each contractor with requirements for inspections needed.
6. The City requires 48 hours for each response to inspect. Upon completion of inspections, the Building Official submits the inspection report to the City Secretary outlining issues for improvement. The City Secretary will make copies and file in both the address file and specific contractor type file and will provide a copy to the contractor.
7. The City requires a copy of the TDI building inspection prior to completing the final City inspection.
8. Upon inspection, the Building Official completes the Inspection Report and returns it to the City Secretary. The Building Official leaves a copy of the Inspection Report and the site of inspection.

9. Upon completion of all inspections, for transfer of power, or to activate power, property owner will complete the Application for Power which the City Secretary emails to AEP.
10. Upon completion of all inspections, the City Secretary issues a Certificate of Occupancy to the Refugio County Tax Office.